

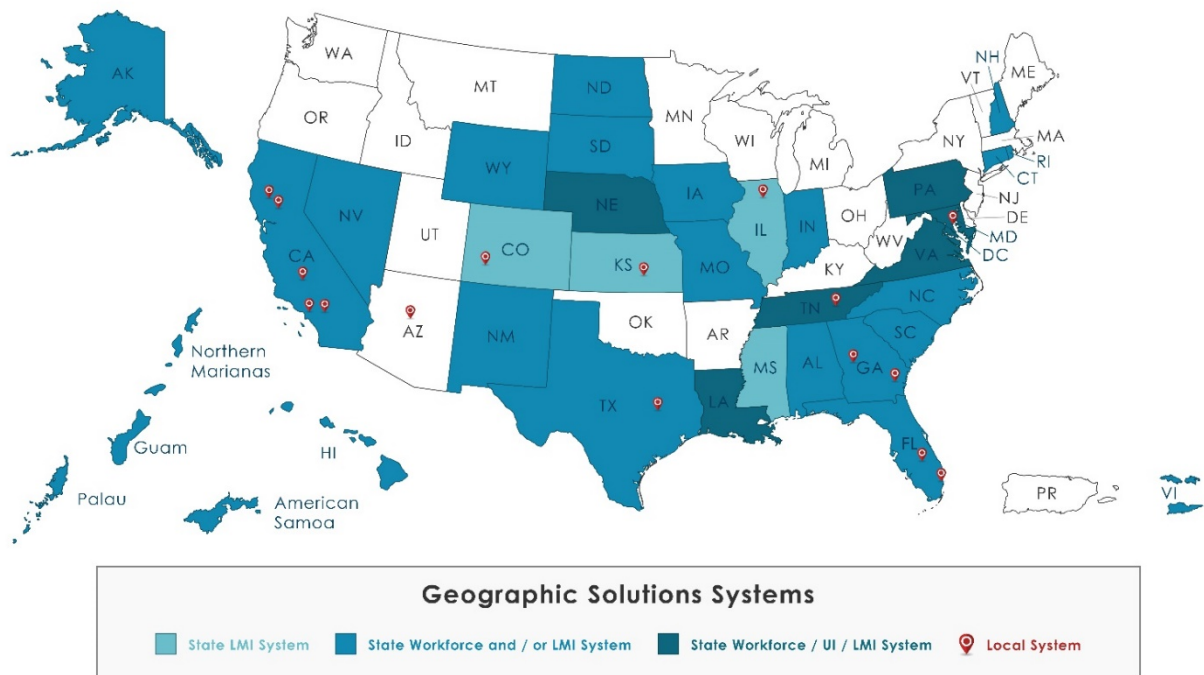
Virtual OneStop®
Version 19

Pandemic Unemployment Assistance (PUA) Portal for Claimants



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About the PUA Portal for Claimants

Pandemic Unemployment Assistance (PUA) is a federal program that provides payment to workers not traditionally eligible for unemployment benefits (self-employed, independent contractors, workers with limited work history, and others) who are unable to work as a direct result of the coronavirus public health emergency.

► **The steps you will take to file a PUA claim and receive weekly benefits are:**

- 1 Register to create your account in the Pandemic Unemployment Assistance (PUA) Portal.
- 2 File your initial PUA claim.
- 3 As early as the coming Sunday, submit your weekly claim certification (some states only require bi-weekly claim certification).

⚠ *If you require assistance with registering, filing your claim, or doing weekly certifications, contact staff at your local unemployment office, as they are able to perform all these activities in the system on your behalf.*

Registering and Filing Your Initial PUA Claim

A guided wizard will walk you through the steps to register an account in the system and file an initial PUA claim. The basic steps are to:

- 1 Enter your Social Security Number to determine your eligibility to file a PUA claim.
- 2 Complete a multi-page registration form to create your system account.
- 3 Enter your work history.
- 4 Receive certification confirmation.
- 5 Complete the claim filing process by acknowledging your rights and responsibilities.

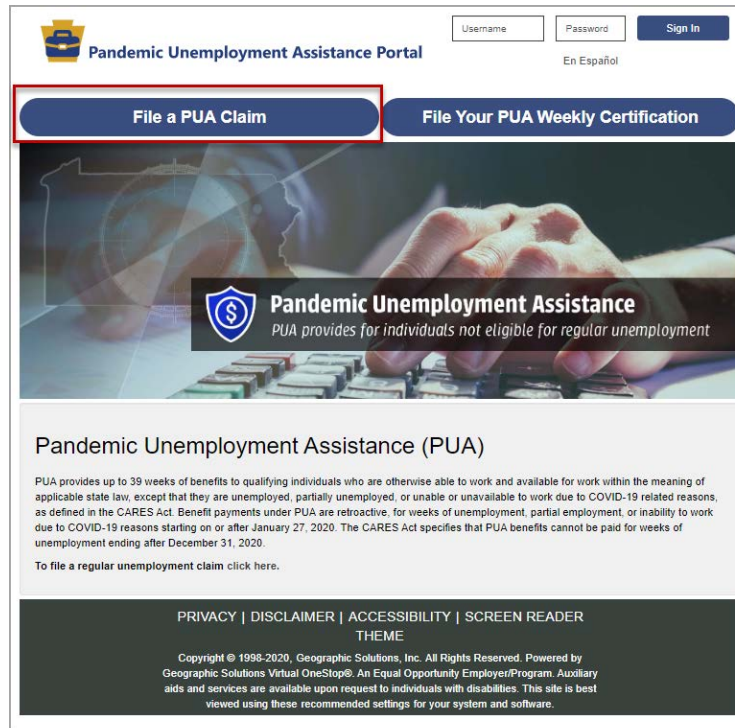
⚠ *Please note, this is a multi-page registration/claim form and you will need to have all your personal contact information available, as well as education, earnings, and work history information. This process is best completed in a single session; however, if that is not possible, when you log back in to the system, you will be able to complete the registration and filing process.*

*To restart the registration/claim wizard, simply select **Unemployment Services ► File a Claim** from the left navigation menu.*

The questions and screens that appear during registration and claim filing differ from state to state; your procedures may vary somewhat from what is presented here.

► To register your account and file your initial PUA claim:

- 1 Access your state's PUA Portal home page as directed by your local unemployment agency. A splash page similar to the one below will display.



Sample PUA Portal Home Page – File a PUA Claim Button

- 2 Click the **File a PUA Claim** button at the top left of the page to get started (see figure above). A PUA Welcome page displays, listing what *is* covered under the program and what is *not* covered (see figure below).

Your re-employment process starts here

Welcome

Pandemic Unemployment Assistance (PUA)
RELIEF FOR WORKERS AFFECTED BY CORONAVIRUS ACT

Pandemic Unemployment Assistance (PUA) provides payment to workers not traditionally eligible for unemployment benefits (self-employed, independent contractors, workers with limited work history, and others) who are unable to work as a direct result of the coronavirus public health emergency.

COVERED

- Diagnosed with COVID-19 or with COVID-19 symptoms and seeking diagnosis
- Member of household has been diagnosed with COVID-19
- Providing care for family or household member diagnosed with COVID-19
- Primary caregiver for child unable to attend school or another facility closed due to COVID-19
- Unable to reach place of employment due to an imposed quarantine or because advised by medical provider to self-quarantine due to COVID-19
- Scheduled to commence new employment and cannot reach workplace as direct result of COVID-19
- Became major breadwinner because head of household died from COVID-19
- Quit job as a direct result of COVID-19
- Place of employment closed as a direct result of COVID-19
- Self-employed / Independent Contractors / 1099 filers / Farmers – and affected by COVID-19
- Seeking part-time employment but affected by COVID-19
- With insufficient work history and affected by COVID-19
- Otherwise not qualified for regular or extended UI benefits and affected by COVID-19

NOT COVERED

- Individuals that can telework with pay
- Individual receiving paid sick leave or other paid leave benefits (regardless of meeting a category listed above)

[Next >>](#)


PUA Coverage Summary

- 3** Click **Next** to continue. The Pandemic Unemployment Assistance Claim Filing Process wizard begins with the Eligibility page (see figure below).

Note: Required fields are marked by a red asterisk (*).

Pandemic Unemployment Assistance Claim Filing Process

Eligibility Registration Work History Certification
Complete

* Indicates required fields.  For help click the information icon.

Social Security Number

* Social Security Number (SSN): Do not enter dashes (for example, 999001111)

* Re-enter Social Security Number:

Eligibility Questions

* Have you been determined financially ineligible for regular unemployment since January 5, 2020? ☐ Yes ☒ No

* Are you a corporate officer? ☐ Yes ☒ No

* Do you own stock in your company? ☐ Yes ☒ No

* Do you have substantial control over your corporation? ☐ Yes ☒ No

* During the last 2 years, have you served on active duty in the U.S. Military? ☐ Yes ☒ No

* During the last 2 years, have you worked in a state other than ? ☐ Yes ☒ No

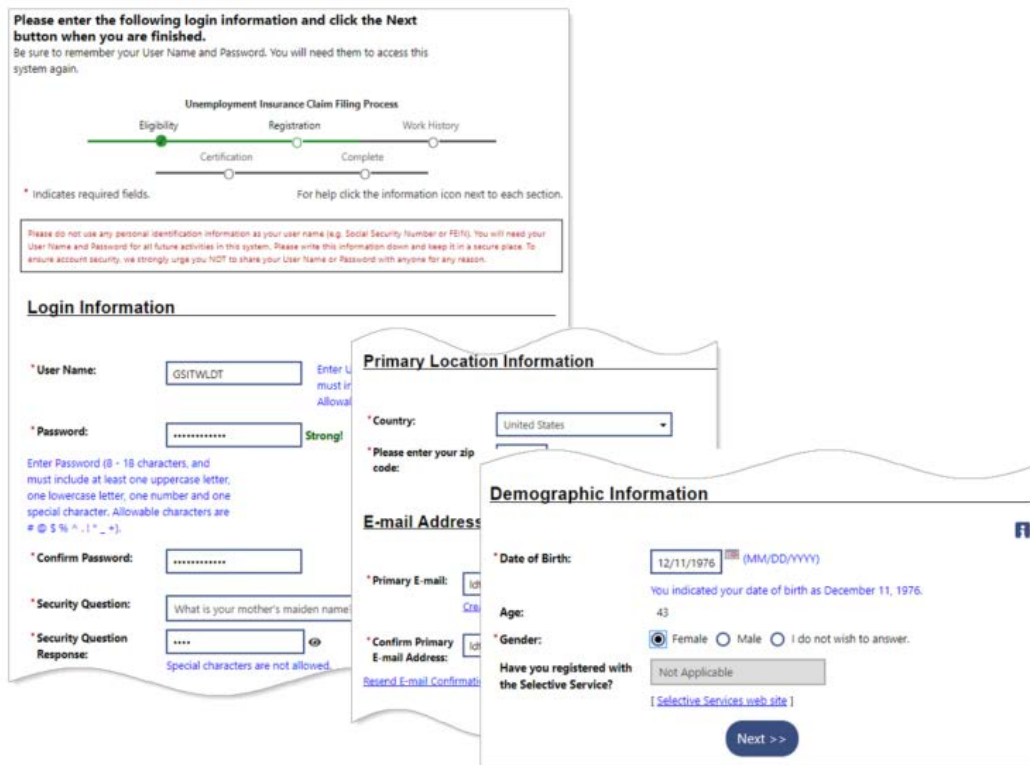
* During the last 2 years, have you worked as a civilian for the Federal Government? ☐ Yes ☒ No

* During the last 2 years, have you worked for a college, university or school? ☐ Yes ☒ No

* During the last 2 years, have you worked for any local or state government? ☐ Yes ☒ No

Sample PUA Portal Eligibility Page

- 4 Enter your **Social Security Number** and re-enter it again to confirm.
- 5 In the Eligibility Questions section, indicate Yes or No for each question. Responses to many questions will cause additional required questions to display.
Note: Each state may have different required eligibility questions to answer.
- 6 Click **Next** to continue to the Registration form. Your eligibility to file will be confirmed with a checkmark in the green Eligibility circle of the wizard progress bar at the top of the page (see figure below).



Please enter the following login information and click the **Next** button when you are finished.
Be sure to remember your User Name and Password. You will need them to access this system again.

Unemployment Insurance Claim Filing Process

Eligibility Registration Certification Complete

* Indicates required fields. For help click the information icon next to each section.

Please do not use any personal identification information as your user name (e.g. Social Security Number or PEIN). You will need your User Name and Password for all future activities in this system. Please write this information down and keep it in a secure place. To ensure account security, we strongly urge you NOT to share your User Name or Password with anyone for any reason.

Login Information

* User Name: Enter user must be allowed

* Password: Strong!

Enter Password (8 - 18 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are # @ \$ % ^ . ! " _ +).

* Confirm Password:

* Security Question:

* Security Question Response: Special characters are not allowed.

Primary Location Information

* Country:

* Please enter your zip code:

E-mail Address

* Primary E-mail:
[Create E-mail Account](#)

* Confirm Primary E-mail Address:
[Resend E-mail Confirmation](#)

Demographic Information

* Date of Birth: (MM/DD/YYYY)
You indicated your date of birth as December 11, 1976.

Age: 43

* Gender: ☒ Female ☐ Male ☐ I do not wish to answer.

Have you registered with the Selective Service?
[\[Selective Services web site \]](#)

Next >>

PUA Portal Registration Form and Wizard Progress Bar

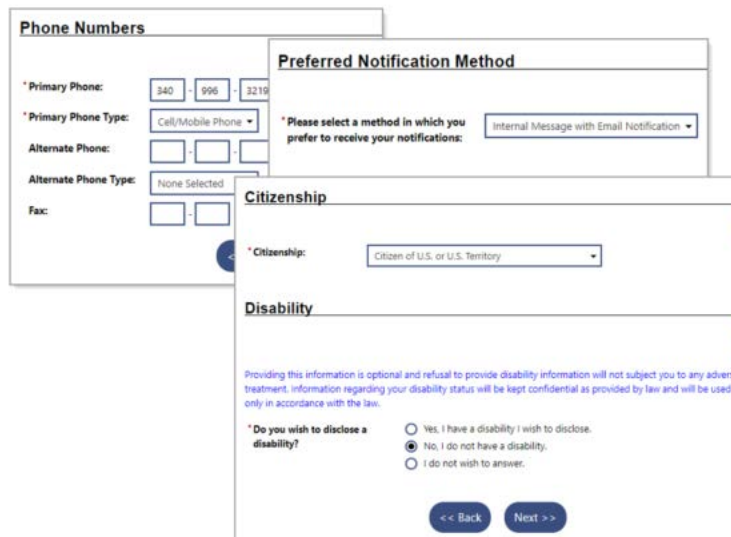
- 7 In the Login Information section, enter a **User Name**, **Password**, **Security Question** and **Response** for your account, following the requirements in blue text on the page.
- 8 In the Primary Location Information section, confirm your **Country** of residence and enter your **Zip Code**.
- 9 In the E-mail Address section, enter and confirm your **Primary E-mail** address. You can create an e-mail account with a common carrier if you don't already have one by clicking the [Create E-mail Account](#) link.
- 10 In the Demographic Information section, enter your **Date of Birth** and indicate your **Gender**.
 - a. If *Male*, indicate your **Selective Service** registration status.
- 11 Click **Next** to continue (see figure below).



The screenshot shows three overlapping form sections. The 'Name' section has fields for First Name (Roberta), Middle Initial, and Last Name (Flynn). The 'Residential Address' section has fields for Address Line 1 (4978 Ridgemoor Blvd), Address Line 2, Zip Code (34685), City (Palm Harbor), State (Florida), and Country (United States). The 'Mailing Address' section has a checkbox for 'Use residential address' which is checked, and a message 'Address has been standardized.' It also has fields for Address Line 1 (4978 RIDGEMOOR BLVD), Address Line 2, Zip Code (34685), City (Palm Harbor), State (Florida), and Country (United States). Navigation buttons '<< Back' and 'Next >>' are at the bottom right.

PUA Portal Registration Form – Name and Address Entry

- 12 In the Name section, enter your **First Name** and **Last Name** (and **Middle Initial**, if desired).
 - a. If you have worked under a different name than what has been entered, click the [click here](#) link and enter it.
- 13 Click **Next** to continue.
- 14 In the Residential Address section, enter the street address where you live.
- 15 In the Mailing Address section, either click the **Use residential address** checkbox if the same, or if different, enter the address where you receive your mail.
- 16 Click **Next** to continue (see figure below).

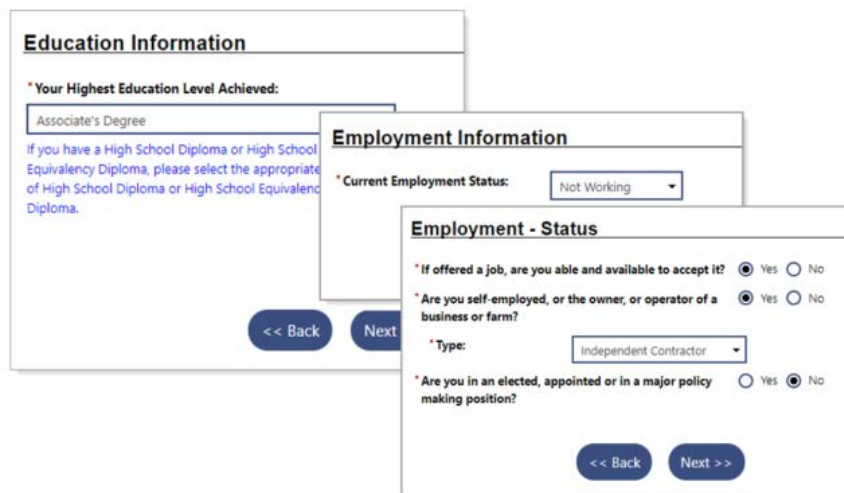


The screenshot shows four overlapping form sections. The 'Phone Numbers' section has fields for Primary Phone (340-996-3218), Primary Phone Type (Cell/Mobile Phone), Alternate Phone, Alternate Phone Type (None Selected), and Fax. The 'Preferred Notification Method' section has a dropdown menu for 'Please select a method in which you prefer to receive your notifications:' with 'Internal Message with Email Notification' selected. The 'Citizenship' section has a dropdown menu for 'Citizenship:' with 'Citizen of U.S. or U.S. Territory' selected. The 'Disability' section has a message about optional information and three radio buttons: 'Yes, I have a disability I wish to disclose.', 'No, I do not have a disability.', and 'I do not wish to answer.' Navigation buttons '<< Back' and 'Next >>' are at the bottom right.

PUA Portal Registration Form – Continued

- 17 In the Phone Numbers section, enter your **Primary Phone** number and **Type**. Alternate and Fax numbers are optional.

- 18 Click **Next** to continue.
- 19 In the Preferred Notification Method section, select a **method in which you prefer to receive your notifications**. An option that includes *Email* will always ensure you get them even if not logged in to the system.
- 20 Click **Next** to continue.
- 21 In the Citizenship section, select your **Citizenship** status.
 - a. If *Permanent Resident or Alien/Refugee Lawfully Authorized to Work in U.S.*, supply the **Selected Document Type**.
- 22 In the Disability section, specify if **you wish to disclose a disability**. Please read the blue text on-screen for how this information can be used. If *Yes*, additional required questions about receiving Social Security will need to be answered.
- 23 Click **Next** to continue (see figure below).



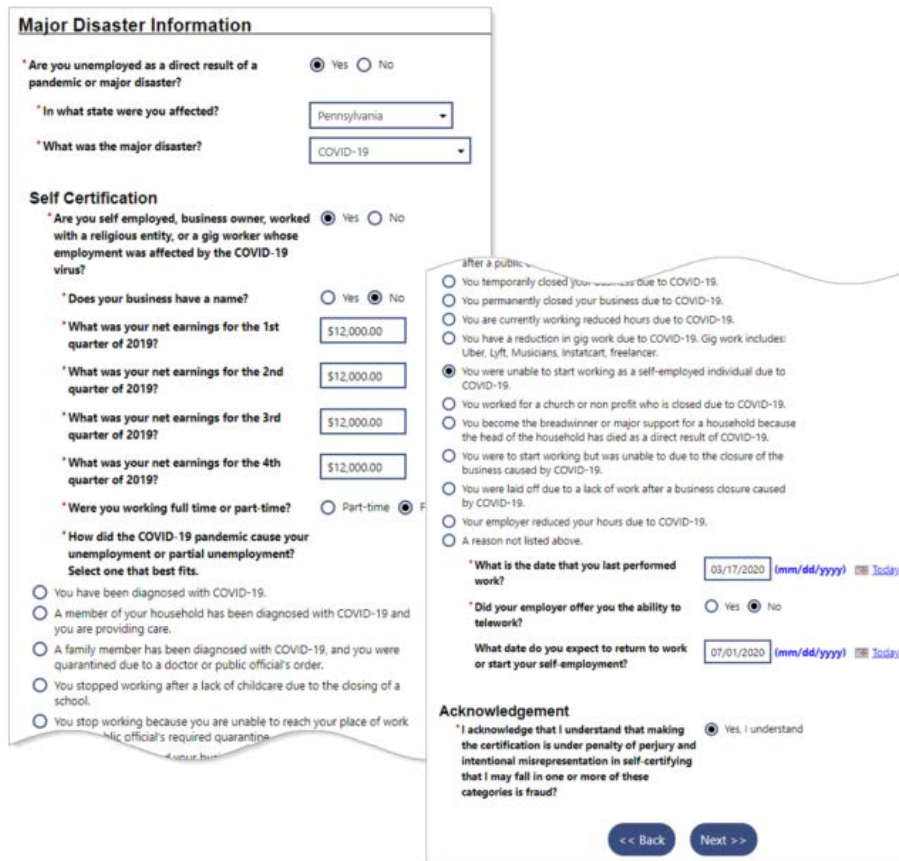
The screenshot shows three overlapping form sections from the PUA Portal Registration Form:

- Education Information:**
 - *Your Highest Education Level Achieved: Associate's Degree
 - If you have a High School Diploma or High School Equivalency Diploma, please select the appropriate of High School Diploma or High School Equivalency Diploma.
- Employment Information:**
 - *Current Employment Status: Not Working
- Employment - Status:**
 - *If offered a job, are you able and available to accept it? ☒ Yes ☐ No
 - *Are you self-employed, or the owner, or operator of a business or farm? ☒ Yes ☐ No
 - *Type: Independent Contractor
 - *Are you in an elected, appointed or in a major policy making position? ☐ Yes ☒ No

Navigation buttons: << Back, Next >>

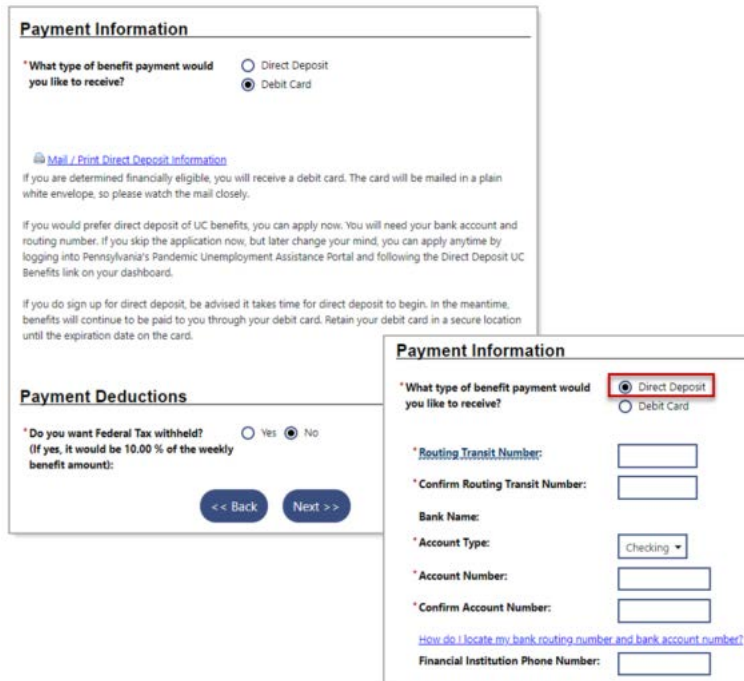
PUA Portal Registration Form – Continued

- 24 In the Education Information section, select **Your Highest Education Level Achieved**.
- 25 Click **Next** to continue.
- 26 In the Employment Information section, select your **Current Employment Status**.
- 27 Click **Next** to continue.
- 28 In the Employment-Status section, specify **If offered a job, are you able and available to accept it?**
 - a. If *No*, you must **Indicate the reason(s) you could not accept work right now**.
- 29 Specify if **you are self-employed, or the owner, or operator of a business or farm**.
 - a. If *Yes*, select your self-employment **Type** from the drop-down list that displays.
- 30 Specify if **you are in an elected, appointed or in a major policy making position**.
- 31 Click **Next** to continue (see figure below).



PUA Portal Registration Form – Major Disaster Questions

- 32 In the Major Disaster Information section, select **Yes** for **Are you unemployed as a direct result of a pandemic or major disaster?**
- 33 Select **In what state were you affected.** Your state may be listed at the top.
- 34 Choose **COVID-19** for **What was the major disaster?**
- 35 Read each Self Certification question carefully and answer to the best of your ability.
- 36 Indicate that **Yes, I understand** and acknowledge your certification statements.
- 37 Click **Next** to continue.
- 38 In the Ethnic Origin section, specify if **You are of Hispanic or Latino heritage** and indicate your **Race** by checking all that apply.
- 39 Click **Next** to continue (see figure below).



Payment Information

*What type of benefit payment would you like to receive?

☐ Direct Deposit
☒ Debit Card

[Mail / Print Direct Deposit information](#)

If you are determined financially eligible, you will receive a debit card. The card will be mailed in a plain white envelope, so please watch the mail closely.

If you would prefer direct deposit of UC benefits, you can apply now. You will need your bank account and routing number. If you skip the application now, but later change your mind, you can apply anytime by logging into Pennsylvania's Pandemic Unemployment Assistance Portal and following the Direct Deposit UC Benefits link on your dashboard.

If you do sign up for direct deposit, be advised it takes time for direct deposit to begin. In the meantime, benefits will continue to be paid to you through your debit card. Retain your debit card in a secure location until the expiration date on the card.

Payment Deductions

*Do you want Federal Tax withheld? (If yes, it would be 10.00 % of the weekly benefit amount):

☐ Yes ☒ No

<< Back Next >>

Payment Information

*What type of benefit payment would you like to receive?

☒ Direct Deposit
☐ Debit Card

*Routing Transit Number:

*Confirm Routing Transit Number:

Bank Name:

*Account Type:

*Account Number:

*Confirm Account Number:

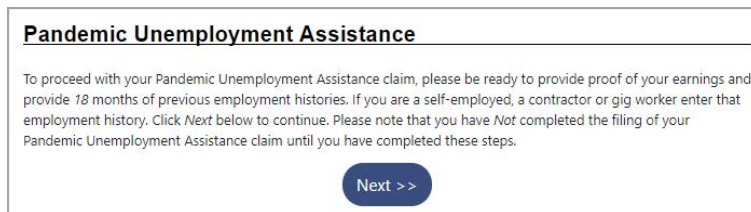
[How do I locate my bank routing number and bank account number?](#)

Financial Institution Phone Number:

PUA Portal Registration Form – Payment Information Page

- 40 In the Payment Information section, indicate **What type of benefit payment would you like to receive?**
 - a. If *Direct Deposit*, supply your banking information in the fields that display (see figure above).

Note: If you do sign up for direct deposit, benefits may still be paid to you through a debit card, until the setup of direct deposit begins.
- 41 In the Payment Deductions section, specify if **you want Federal Tax withheld** at 10% of the weekly benefit amount.
- 42 Click **Next** to continue (see figure below).




Pandemic Unemployment Assistance

To proceed with your Pandemic Unemployment Assistance claim, please be ready to provide proof of your earnings and provide 18 months of previous employment histories. If you are a self-employed, a contractor or gig worker enter that employment history. Click *Next* below to continue. Please note that you have Not completed the filing of your Pandemic Unemployment Assistance claim until you have completed these steps.

Next >>

Notification about Providing Proof of Earnings and Work History

 To proceed with your Pandemic Unemployment Assistance claim, you must provide proof of your earnings and 18 months of previous employment history. This allows the system to determine if you qualify for other programs. Please note that you have not completed the filing of your claim until you have completed these steps.

- 43 Click **Next** to continue (see figure below).

Proof of Earnings - Document Upload

You must upload documentation to support the amount of quarterly wages you entered. If you cannot supply proof, your eligibility may be set at the minimum weekly rate of \$195.00. Although you are limited to 5 documents on this page, you should upload any remaining documents from your dashboard after the claim is complete. From your dashboard, you will also upload other documentation to support your PUA eligibility such as doctor's note for quarantine, proof of corporate officer status, etc.

Document 1:

1099
Select type
1099
W2
2019 Tax Returns including Schedule C
Check Stubs
Other
Select type

Choose File No file chosen
Choose File No file chosen
Choose File No file chosen

Document 4:

Select type

Choose File No file chosen

Document 5:

Select type

Choose File No file chosen

* Acceptable file types include: jpg, png, tiff, pdf and doc

PUA Portal Work History Form – Proof of Earnings Upload Page

- 44** If you can prove your earnings with uploaded documents, such as 1099, W2, or check stubs, select the type of earnings document you will upload and then click the **Choose File** button. You can upload up to five documents to cover the 18-month period. If you have no documents to upload, click **Next**, and confirm to skip this page.
- 45** Click **Next** to continue (see figure below).

Employment History

Company Name	Location	Job Title (Occupation)	Start / End Dates	UI Claim	Action
No Employment History					

Additional Employment History

* Are there any other employment history items that you would like to add? ☒ Yes ☐ No
This includes if you are an employee, self-employed, contractor or gig worker.

Next >>

PUA Portal Work History Form – Employment History Page

- 46** If you don't already have at least 18 months' of work history as part of uploading documents, in the Additional Employment History section, click Yes to add additional employment history items.
- 47** Click **Next** to continue (see figure below).

Employer Search

To help expedite your employment history process, we need to find the employer you were employed by in our system. Enter the employer name and click the **Search** button below.

If the employer you are entering is not located in [click here](#).

* **Employer Name, FEIN or State Tax ID:**

PUA Portal Work History Form – Employer Search

- 48** If your most recent employer is located in the state in which you are filing this claim, begin typing their **Name, FEIN or State Tax ID** in the search box. The system will display matching employers that you can click on to select.

OR...

If your most recent employer does *not* appear in the list or is *not* located in the state in which you are filing this claim, click the [click here](#) link to enter their information manually. A detailed Employer Information form displays (see figure below).

Employer

* **Employer Name:**

* **Address:**

Address 2:

* **Zip Code:**

* **City:**

* **State / Province:**

* **Country:**

* **Phone Number:** - - Ext:

Linked Tax Account: PITA GARDEN
735 COPELAND ST
PITTSBURGH, PA 15232
[Change](#)

* **Did you earn at least \$3,366 from this employer?** ☒ Yes ☐ No

* **Is this your last employer?** ☐ Yes ☒ No

* **Is this employer considered a temporary agency?** ☐ Yes ☒ No

* **Enter the EMPLOYER'S name (not your name) as shown on your check stub:**

If Maritime, enter the vessel name:

Job Title

Please enter a job title below for this employment history. As you are entering the job title, you may see a list of common job titles similar to what you are entering. If you see your job title in the list, select it.

* **Job title:**

Occupation

Please select the occupation that best matches your job title. You may either select from the Suggested Occupations drop-down list, which is populated based on the job title above, or you can search for an occupation using the search link.

Suggested occupation(s):

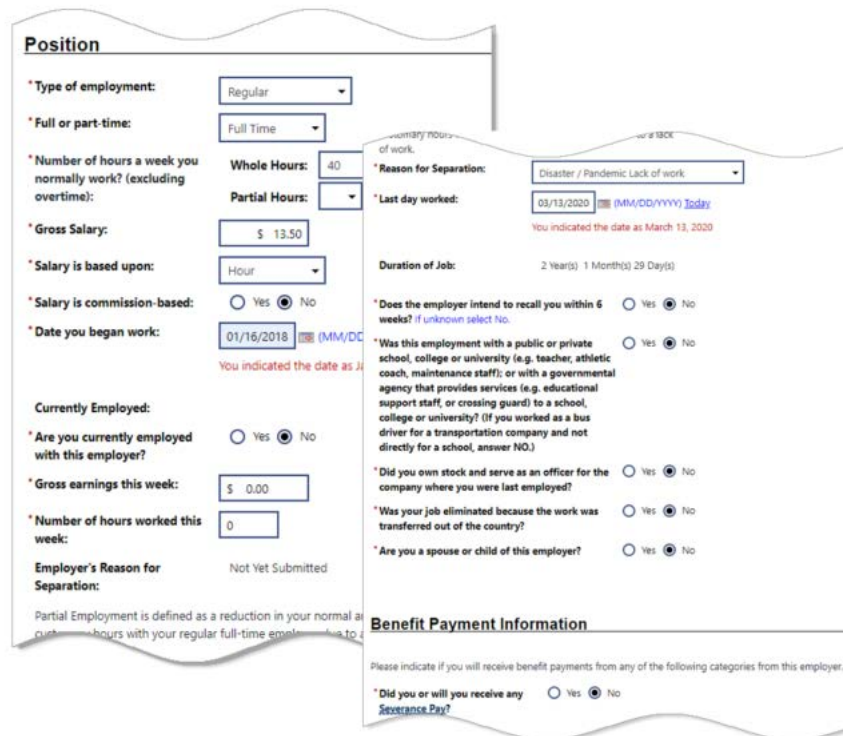
[\[Search for an occupation \]](#)

* **Occupation title:** Training and Development Specialists

Occupation code: 13115100

PUA Portal Work History Form – Employer and Job Title Sections

- 49** In the Employer and Job Title sections, complete all required fields to the best of your ability.



Position

* Type of employment:

* Full or part-time:

* Number of hours a week you normally work? (excluding overtime):
 Whole Hours:
 Partial Hours:

* Gross Salary:

* Salary is based upon:

* Salary is commission-based: ☐ Yes ☒ No

* Date you began work: (MM/DD/YYYY)
 You indicated the date as 1/16/2018

Currently Employed:
 * Are you currently employed with this employer? ☐ Yes ☒ No

* Gross earnings this week:

* Number of hours worked this week:

Employer's Reason for Separation: Not Yet Submitted

Partial Employment is defined as a reduction in your normal or customary hours with your regular full-time employer due to a temporary or permanent reduction in your normal or customary hours of work.

* Reason for Separation:

* Last day worked: (MM/DD/YYYY) Today
 You indicated the date as March 13, 2020

Duration of Job: 2 Year(s) 1 Month(s) 29 Day(s)

* Does the employer intend to recall you within 6 weeks? if unknown select No. ☐ Yes ☒ No

* Was this employment with a public or private school, college or university (e.g. teacher, athletic coach, maintenance staff); or with a governmental agency that provides services (e.g. educational support staff, or crossing guard) to a school, college or university? (If you worked as a bus driver for a transportation company and not directly for a school, answer NO.) ☐ Yes ☒ No

* Did you own stock and serve as an officer for the company where you were last employed? ☐ Yes ☒ No

* Was your job eliminated because the work was transferred out of the country? ☐ Yes ☒ No

* Are you a spouse or child of this employer? ☐ Yes ☒ No

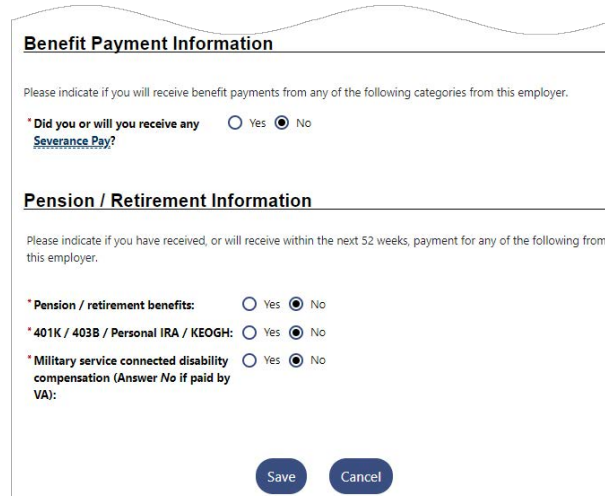
Benefit Payment Information

Please indicate if you will receive benefit payments from any of the following categories from this employer.

* Did you or will you receive any Severance Pay? ☐ Yes ☒ No

PUA Portal Work History Form – Position Section

- 50** In the Position section, complete all required fields to the best of your ability (see figure above). Many of the questions are dynamic, and depending on how you answer them, additional fields will be required to be completed.



Benefit Payment Information

Please indicate if you will receive benefit payments from any of the following categories from this employer.

* Did you or will you receive any Severance Pay? ☐ Yes ☒ No

Pension / Retirement Information

Please indicate if you have received, or will receive within the next 52 weeks, payment for any of the following from this employer.

* Pension / retirement benefits: ☐ Yes ☒ No

* 401K / 403B / Personal IRA / KEOGH: ☐ Yes ☒ No

* Military service connected disability compensation (Answer No if paid by VA): ☐ Yes ☒ No

PUA Portal Work History Form – Benefit, Pension/Retirement Sections

- 51** In the Benefit Payment Information section (see figure above), specify if you received, or will receive, any benefit payment categories. For Yes responses, you'll need to supply additional information.

- 52** In the Pension / Retirement Information section, specify if you received, or will receive in the next 52 weeks, any pension/retirement payment categories. Yes responses will require additional required fields to be completed.
- 53** When you have completed all required fields on this form to the best of your ability, click the **Save** button. The Employment History page redisplay with a summary of the job you just entered (see figure below).

Employment History

Company Name	Location	Job Title (Occupation)	Start / End Dates	Duration of Job	Gross Salary	Leave Reason	Last Employer	Action
Rancho Alegre Mexican Restaurant Inc	4715 N Front St Philadelphia, PA	delivery driver (Light Truck or Delivery Services Drivers)	01/08/2018 - 04/10/2020	2 years, 3 months	\$18.00 per Hour	Disaster / Pandemic Lack of work	<input checked="" type="radio"/>	Edit Delete
Total				2 years, 3 months				

Page 1 of 1
Rows: 10

Additional Employment History

* Are there any other employment history items that you would like to add?
☐ Yes
☒ No

This includes if you are an employee, self-employed, contractor or gig worker.

Next >>

PUA Portal Work History Form – Employment History Page with Employment Listed

- 54** Indicate if this is your **Last Employer** by clicking the radio button.
- 55** If your recorded employment history does *not* cover the last 18 months, click Yes to add additional employment history and repeat the procedure to add the next previous job.

OR...

If it *does* cover 18 months, click **No**, then click **Next** to continue. A confirmation message appears with a link to review what you submitted (see figure below).

Pandemic Unemployment Assistance Confirmation

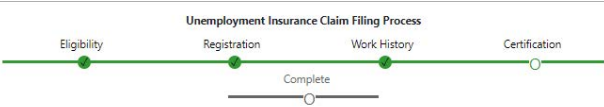
If you would like to review what the system has on file for your Pandemic Unemployment Assistance claim up to this point, click the [Review My Claim](#) link below. Otherwise click the [Next](#) button to continue.

[\[Review My Claim \]](#)

Next >>

PUA Confirmation Message

- 56** Click **Next** to continue. A Certification page displays (see figure below).



Unemployment Insurance Claim Filing Process

Eligibility Registration Work History Certification

Complete

Important Agreement

Certification acknowledgement: By submitting this application I certify that...

1. All information submitted is true and complete,
2. I am responsible to read the UC Handbook and any other official written material provided to me regarding any benefit program; and
3. I acknowledge that any false statements in this document are punishable pursuant to [redacted], and CFR 625.14 referenced in Section 2102 of CARES Act of 2020, relating to sworn falsification to authorities, and that a person who knowingly makes a false statement or knowingly withholds information to obtain UC or other benefits commits a criminal offense under Section 801 of US Law 43 P.S. 871, and may be subject to a fine, imprisonment, restitution, and loss of future benefits.

☒ Yes, I want to file this claim. ☐ No, I do not want to file this claim.

[Next >>](#)

Sample PUA Claim Certification Statement

- 57 Click *Yes, I want to file this claim* and then click **Next** to file the claim. A page displays listing your responsibilities (see figure below).

What You Must Do to Request Weekly Pandemic Unemployment Assistance Benefits

Please check each box below to indicate that you have read and understand the following requirements before you continue.

- ☒ To be eligible for benefits each week you **MUST** be able to go to work each day. If you were offered a job today, you must be able to accept it.
- ☒ Beginning this Sunday, you **MUST** file a weekly certification to receive benefits. You can file online at [redacted] Continue to file each week if do not have a job. You cannot be paid for any week(s) that you do not claim.
- ☒ You **MUST** report ANY earnings for the week you work, **even if you've not yet been paid.** Include all income, commissions, tips and gratuities. Report the gross amount before deductions.
- ☒ If your contact information changes, inform the UC service center ([redacted]), the [redacted] system ([redacted]) and the United States Postal Service immediately, even if you are not filing for benefits at that time.
- ☒ You **MUST** read and understand the Pandemic Unemployment Compensation Handbook, which explains these requirements in more detail. Please [click here](#) here to download and view the PUA Handbook.
- ☒ I acknowledge that any false statements in this document are punishable pursuant to [redacted], and CFR 625.14 referenced in Section 2102 of CARES Act of 2020, relating to unsworn falsification to authorities, and that a person who knowingly makes a false statement or knowingly withholds information to obtain UC or other benefits commits a criminal offense under Section 801 of US Law 43 P.S. 871, and may be subject to a fine, imprisonment, restitution, and loss of future benefits.

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Sample What You Must Do Page

- 58 Read each statement and check each box to confirm your understanding and agreement.
- 59 Click **Next** to continue. The system begins processing your claim. A Pandemic Unemployment Assistance Claim Confirmation page displays (see figure below), stating that your Pandemic Unemployment Assistance claim and work registration account has been created successfully and will be reviewed for eligibility.

Pandemic Unemployment Assistance Claim Filing Process

Eligibility Registration Work History Certification

Complete

Pandemic Unemployment Assistance Claim Confirmation

Your Pandemic Unemployment Assistance claim and work registration account has been created successfully and will be reviewed for eligibility.

ACKNOWLEDGEMENTS


You have acknowledged that:

- To be eligible for benefits each week you **MUST** be able to go to work each day. If you were offered a job today, you must be able to accept it.
- Beginning this Sunday, you **MUST** file a weekly certification to receive benefits. You can file online at [\[redacted\]](#). Continue to file each week if do not have a job. You cannot be paid for any week(s) that you do not claim.
- You **MUST** report ANY earnings for the week you work, **even if you've not yet been paid**. Include all income, commissions, tips and gratuities. Report the gross amount before deductions.
- If your contact information changes, inform the UC service center ([\[redacted\]](#)), the [\[redacted\]](#) system ([\[redacted\]](#)) and the United States Postal Service immediately, even if you are not filing for benefits at that time.
- You **MUST** read and understand the Pandemic Unemployment Compensation Handbook, which explains these requirements in more detail. Please [click here](#) here to download and view the PUA Handbook.
- I acknowledge that any false statements in this document are punishable pursuant to [\[redacted\]](#) and CFR 625.14 referenced in Section 2102 of CARES Act of 2020, relating to unsworn falsification to authorities, and that a person who knowingly makes a false statement or knowingly withholds information to obtain UC or other benefits commits a criminal offense under Section 801 of US Law 43 P.S. 871, and may be subject to a fine, imprisonment, restitution, and loss of future benefits.

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Sample PUA Claim Confirmation Page

60 Click **Next** to continue. Your PUA Portal dashboard displays.

 *This completes your registration and initial PUA claim filing. Your claim will be reviewed for eligibility, and you will receive written notice in the mail with important information about your claim status.*

Next Step: As early as the coming Sunday, you must file weekly certifications to continue receiving benefits. See the topic “Filing Your PUA Weekly Certification” below for details.

Note: Some states may require bi-weekly claim certification.

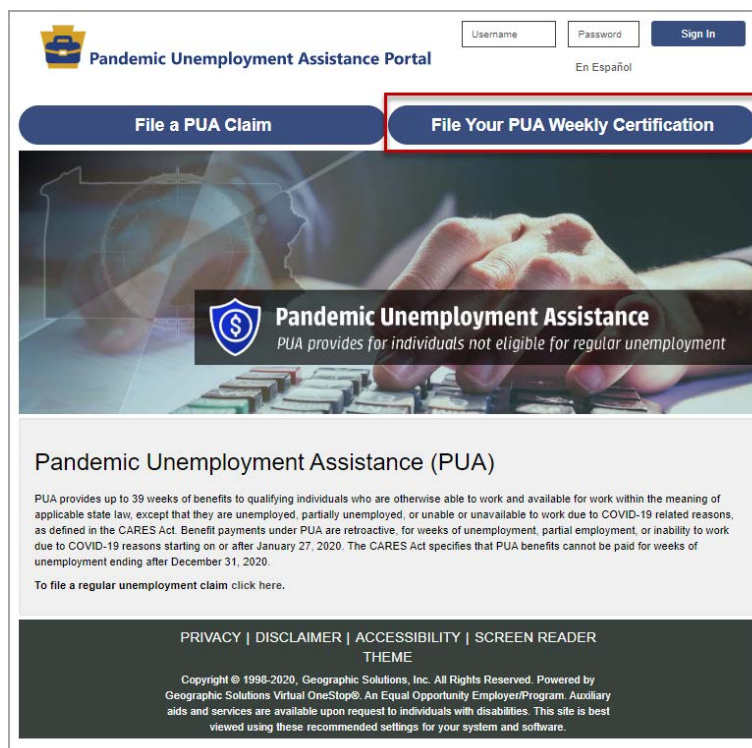
Filing Your PUA Weekly Certification

You must file a weekly claim for any week that you want payment, even if your eligibility is being determined or you have an appeal pending. Answer all required questions on the weekly certification form.

Note: Some states may require bi-weekly claim certification. The questions and screens that appear during weekly certification filing may differ from state to state; your procedures may vary somewhat from what is presented here.

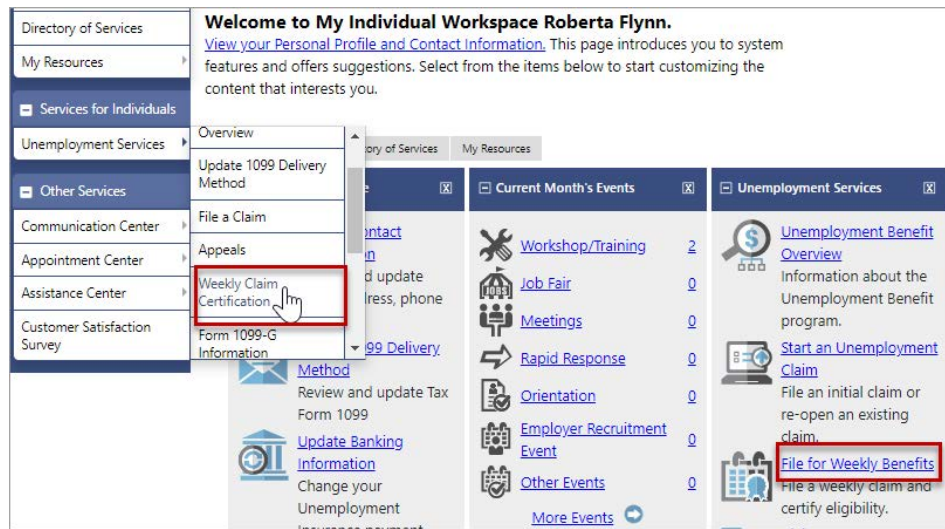
► **To file a weekly PUA certification:**

- 1 Access your state's PUA Portal home page in your usual manner. A splash page similar to the one below will display.



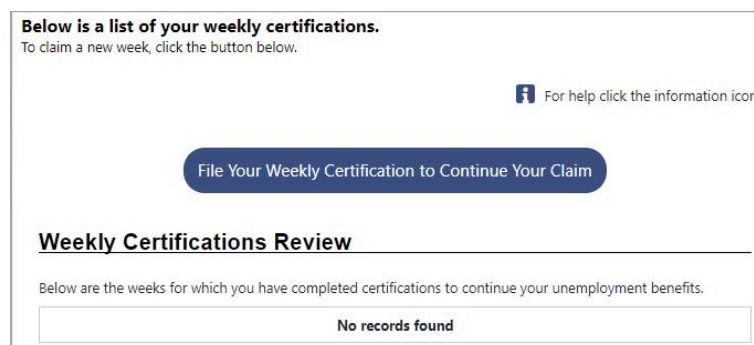
Sample PUA Portal Home Page – File Your PUA Weekly Certification Button

- 2 Click the **File Your PUA Weekly Certification** button on the upper right of the page (see figure above).
- 3 Log in to your account. Your Individual Workspace dashboard will display, looking similar to the sample one below.



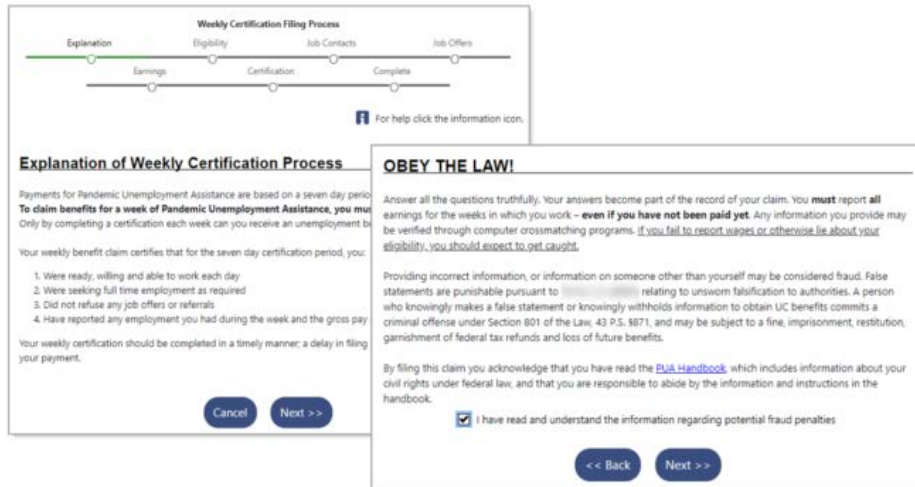
Sample Individual Workspace Dashboard with Weekly Claim Options

- 4 From either the Services for Individuals menu group in the left navigation pane or the Unemployment Services widget on the dashboard, click the option to file a Weekly Claim (see figure above). Your Weekly Certifications Review page displays (see figure below).



Weekly Certifications Review Page

- 5 Click the **File Your Weekly Certification to Continue Your Claim** button. The Weekly Certification Filing Process wizard begins on an Explanation page (see figure below).



The screenshot displays the 'Weekly Certification Filing Process' with a progress bar showing steps: Explanation, Eligibility, Job Contacts, Job Offers, Earnings, Certification, and Complete. The 'Explanation' step is active. Below the progress bar, there is a section titled 'Explanation of Weekly Certification Process' and another titled 'OBEY THE LAW!'. The 'Explanation' section includes text about the seven-day certification period and a list of four requirements. The 'OBEY THE LAW!' section includes a warning about providing false information and a checkbox for agreement. Navigation buttons 'Cancel', 'Next >>', '<< Back', and 'Next >>' are visible at the bottom.

Weekly Certification Filing Process - Sample Explanation Pages

- 6 Read the text and click **Next** to continue. A Fraud explanation page displays (see figure above).
- 7 Read the text and click the checkbox to signify your understanding and agreement of the terms.
- 8 Click **Next** to continue. A Contact Information page displays.
- 9 Confirm your information and click **Next** to continue.
 - a. If you need to make changes, click the Update Contact Information link and make your changes.
- 10 The Eligibility Review Questions begin to display, one question per page (see figure below).

Note: The number and types of questions may differ by state and based on your responses on previous pages.

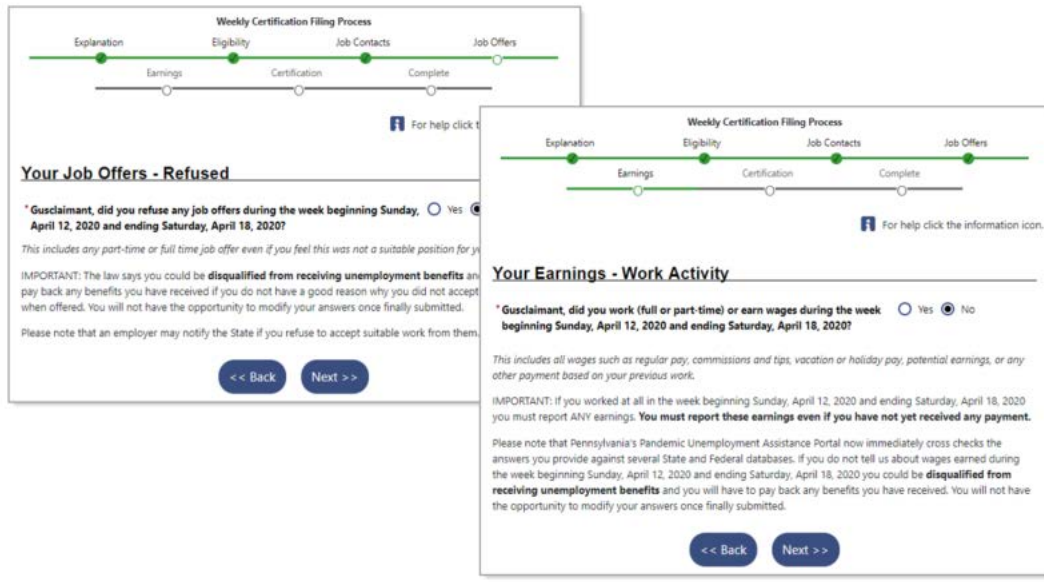


Sample Eligibility Review Questions

- 11** Answer all questions as they pertain to the week period stated in the question.

Note: Many Yes responses will require additional required fields to be completed and certain responses will cause additional information-gathering pages to display when you click Next to continue.

The next group of questions pertains to Job Offers and Earnings. Again, answer all questions as they pertain to the week period stated in the question.



Weekly Certification Filing Process

Explanation Eligibility Job Contacts Job Offers

Earnings Certification Complete

Your Job Offers - Refused

*Gusclaimant, did you refuse any job offers during the week beginning Sunday, April 12, 2020 and ending Saturday, April 18, 2020? ☐ Yes ☒ No

This includes any part-time or full time job offer even if you feel this was not a suitable position for you.

IMPORTANT: The law says you could be disqualified from receiving unemployment benefits and pay back any benefits you have received if you do not have a good reason why you did not accept when offered. You will not have the opportunity to modify your answers once finally submitted.

Please note that an employer may notify the State if you refuse to accept suitable work from them.

<< Back Next >>

Weekly Certification Filing Process

Explanation Eligibility Job Contacts Job Offers

Earnings Certification Complete

Your Earnings - Work Activity

*Gusclaimant, did you work (full or part-time) or earn wages during the week beginning Sunday, April 12, 2020 and ending Saturday, April 18, 2020? ☐ Yes ☒ No

This includes all wages such as regular pay, commissions and tips, vacation or holiday pay, potential earnings, or any other payment based on your previous work.

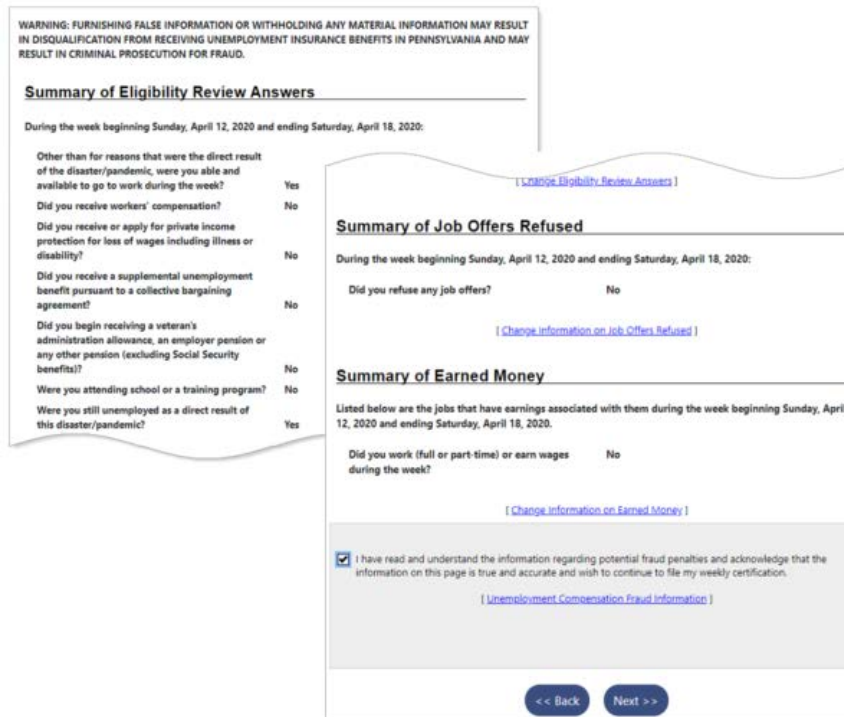
IMPORTANT: If you worked at all in the week beginning Sunday, April 12, 2020 and ending Saturday, April 18, 2020 you must report ANY earnings. You must report these earnings even if you have not yet received any payment.

Please note that Pennsylvania's Pandemic Unemployment Assistance Portal now immediately cross checks the answers you provide against several State and Federal databases. If you do not tell us about wages earned during the week beginning Sunday, April 12, 2020 and ending Saturday, April 18, 2020 you could be disqualified from receiving unemployment benefits and you will have to pay back any benefits you have received. You will not have the opportunity to modify your answers once finally submitted.

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Job Offers and Earnings Questions

- 12 Click **Next** to continue. A Summary of Eligibility Review Answers page displays (see figure below).



WARNING: FURNISHING FALSE INFORMATION OR WITHHOLDING ANY MATERIAL INFORMATION MAY RESULT IN DISQUALIFICATION FROM RECEIVING UNEMPLOYMENT INSURANCE BENEFITS IN PENNSYLVANIA AND MAY RESULT IN CRIMINAL PROSECUTION FOR FRAUD.

Summary of Eligibility Review Answers

During the week beginning Sunday, April 12, 2020 and ending Saturday, April 18, 2020:

Other than for reasons that were the direct result of the disaster/pandemic, were you able and available to go to work during the week?	Yes
Did you receive workers' compensation?	No
Did you receive or apply for private income protection for loss of wages including illness or disability?	No
Did you receive a supplemental unemployment benefit pursuant to a collective bargaining agreement?	No
Did you begin receiving a veteran's administration allowance, an employer pension or any other pension (excluding Social Security benefits)?	No
Were you attending school or a training program?	No
Were you still unemployed as a direct result of this disaster/pandemic?	Yes

[\[Change Eligibility Review Answers \]](#)

Summary of Job Offers Refused

During the week beginning Sunday, April 12, 2020 and ending Saturday, April 18, 2020:

Did you refuse any job offers? No

[\[Change information on Job Offers Refused \]](#)

Summary of Earned Money

Listed below are the jobs that have earnings associated with them during the week beginning Sunday, April 12, 2020 and ending Saturday, April 18, 2020.

Did you work (full or part-time) or earn wages during the week? No

[\[Change information on Earned Money \]](#)

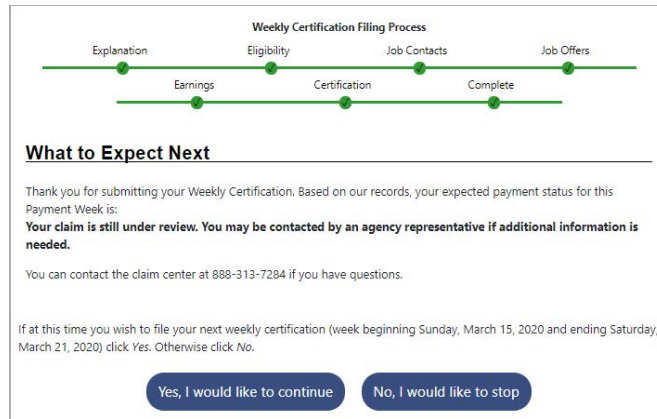
☒ I have read and understand the information regarding potential fraud penalties and acknowledge that the information on this page is true and accurate and wish to continue to file my weekly certification.

[\[Unemployment Compensation Fraud Information \]](#)

<< Back Next >>

Summary of Answers Provided Page

- 13 Review your responses and if you need to make any changes, click any of the Change xxxx links.
- 14 Read the fraud statement at the bottom of the page and check the box to signify your understanding.
- 15 Click **Next** to continue. The What to Expect Next page displays (see figure below) with your claim status overview. Depending on your specific circumstances, the messages on this page may vary.



Weekly Certification Filing Process

Explanation • Earnings • Eligibility • Certification • Job Contacts • Complete • Job Offers

What to Expect Next

Thank you for submitting your Weekly Certification. Based on our records, your expected payment status for this Payment Week is:
Your claim is still under review. You may be contacted by an agency representative if additional information is needed.

You can contact the claim center at 888-313-7284 if you have questions.

If at this time you wish to file your next weekly certification (week beginning Sunday, March 15, 2020 and ending Saturday, March 21, 2020) click Yes. Otherwise click No.

[Yes, I would like to continue](#) [No, I would like to stop](#)

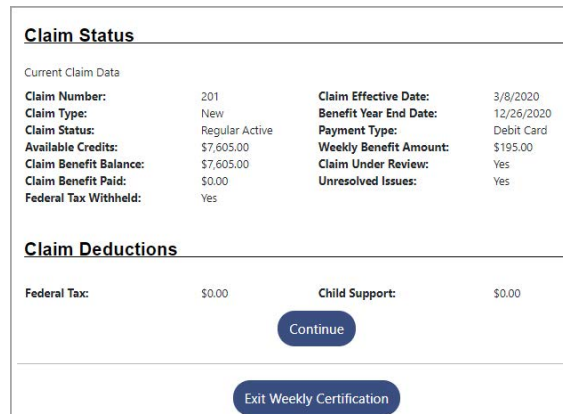
What to Expect Next Page

16 To file another week's certification, click the **Yes, I would like to continue** button,

OR...

To complete your certification process, click the **No, I would like to stop** button.

A Claim Status page displays (see figure below). Depending on your specific circumstances, the messages on this page may vary.



Claim Status

Current Claim Data

Claim Number:	201	Claim Effective Date:	3/8/2020
Claim Type:	New	Benefit Year End Date:	12/26/2020
Claim Status:	Regular Active	Payment Type:	Debit Card
Available Credits:	\$7,605.00	Weekly Benefit Amount:	\$195.00
Claim Benefit Balance:	\$7,605.00	Claim Under Review:	Yes
Claim Benefit Paid:	\$0.00	Unresolved Issues:	Yes
Federal Tax Withheld:	Yes		

Claim Deductions

Federal Tax:	\$0.00	Child Support:	\$0.00
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[Continue](#)

[Exit Weekly Certification](#)

Claim Status Page

Note: If you have an unresolved issue on your claim, you will see 'Yes' displayed in the Unresolved Issues field. This simply means that the amounts displayed for Available Credits, Claim Benefit Balance, and Claim Benefit Paid may not reflect all your certified weeks. Certified weeks can only be paid after all issues have been resolved by an Unemployment Claims staff member. You do not need to take any further action on this weekly certification unless contacted by an agency representative.

17 To complete your certification process and return to your dashboard click **Continue** or **Exit Weekly Certification**.